



Effective February 19, 2020

NEXCOM Supplier Shipping Instruction and NEX TMS Routing Guide

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I. INTRODUCTION

The Navy Exchange Service Command (NEXCOM) requires our suppliers to obtain routing for all purchase orders regardless of the FOB Terms. The ship-to addresses provided via the routing process supersede the addresses that appear on our purchase orders and are dependent upon several factors: Ship-from locations, aggregate weight and volume of all order releases, capacity constraints, purchase order type, commodity, and FOB terms. Any supplier who ships our merchandise to incorrect addresses will still be subject to charge backs.

Review routing process requirements on **pages 12-21** in our "Trading Partner Performance Manual":
[https://www.mynavyexchange.com/assets/Static/DoingBusinessWithUs/contractor_vendor/docs/Trading Partner Performance Manual.docx](https://www.mynavyexchange.com/assets/Static/DoingBusinessWithUs/contractor_vendor/docs/Trading_Partner_Performance_Manual.docx)

If you have any questions after reviewing this document in its entirety, please email:
nex.traffic.management.group@nexweb.org

II. CONTACT INFORMATION

NEX Website	https://mynavyexchange.com 'Doing Business with Us' 'Traffic / Transportation Department' NEXCOM Vendor Shipping Instructions Frequently Asked Questions
NEX TMS URL	https://nextms.nexweb.org
NEX Traffic Management Group	nex.traffic.management.group@nexweb.org

III. SUPPLIER GLOSSARY

This glossary is provided to assist suppliers with understanding the terminology used by NEX TMS.

1. **Source Location ID:** The 5-digit Ship-From ID(s) stored in NEX TMS that identifies your geographic ship-from location(s). NEX TMS uses this address when planning your order release into a shipment. This data is created and managed by the NEXCOM Traffic Management Group.
2. **Order Base:** The elements of your assigned purchase order that are required for routing and are stored in NEX TMS. **NEXCOM Merchandising associates are the only ones authorized to make changes to the purchase order. These changes are made in the NEXCOM merchandising system and under normal conditions are transmitted to NEX TMS within 2 hours.**
3. **Ready-To-Ship screen:** The NEX TMS screen used by suppliers to create the order release.
4. **Order Release:** Routing request for one NEXCOM purchase order.
5. **Order Release Weight:** Total weight, in pounds, for one order release. If your order release is to ship on pallets, you must include the weight of the pallets.

6. **Order Release Pallets:** If your order release is to ship on pallets or if your order release is **greater** than **599** cubic feet (**even if not palletized**), you must indicate the number of standard pallet positions required for the order in the 'Reference Number' field.
7. **Pallet Positions:** Example, if your order is loaded on 8 pallets and they can be **double stacked**, you will only use 4 pallet positions. If the order **cannot** be double stacked, you will use 8 pallet positions.
8. **Order Release Volume:** Total volume, in cubic feet, for one order release.
9. **Order Release Ship Unit:** One order release is equal to one (1) ship unit.
10. **NEX TMS Menu:** The links that appear in a list within the left frame of your NEX TMS window.
11. **NEX TMS Screen:** The information that appears within the right frame of your NEX TMS window.

IV. SCHEDULES FOR PLANNING ORDER RELEASES

NEX TMS is able to plan order releases up to 4 days in advance of the **Early Pickup Date**, provided suppliers submit their routing far enough in advance. Suppliers **must** be aware of the PO Ship Window before inserting an Early Pickup Date. NEX TMS is not available to users during nightly processing between the hours of 21:00 and 04:30 ET daily. While you may create your order releases as early as you want, you may **not** create them any less than 24 hours before your expected ship date.

Eligible FOB Origin Order Releases:

NEX TMS begins the automated process of planning eligible FOB Origin order releases every **Mon, Wed, and Fri** at 01:05 AM ET (with the exception of Federal Holidays). FOB Origin planning is unavailable **Tues** and **Thurs** (**you will not receive routing instructions for Air, Parcel, and LTL**).

- The planning process is complete on that same day for order releases planned to Air, Parcel and LTL mode. Routing instructions are available to suppliers on **Mon, Wed, and Fri** normally at **09:30 ET**.
- Order releases planned to TL mode require **one** additional **business** day for the routing process to complete. routing instructions are available to suppliers normally at **09:30 ET** the following day (**Tues** and **Thurs**). If your shipment was planned to a TL on a **Fri**, you will receive your routing instruction on that upcoming **Mon** normally at **09:30 ET**.
- Once routing is available, **suppliers** are to contact the assigned carrier and arrange pickup for **Parcel** and **LTL** mode shipments as soon as possible. **Carriers** awarded shipments planned to **TL** mode will contact the supplier and arrange for pickup once they have secured a delivery appointment with the consignee (NEXCOM warehouse or store).

Eligible FOB Destination Order Releases:

FOB Destination suppliers require no carrier assignment by NEXCOM and are processed every day. The ship-to addresses for FOB Destination order releases are normally available by 8:00 AM ET daily. Once routing is available, suppliers are to arrange carrier pickup for shipment within the PO window.

If a NEXCOM assigned carrier does not pick up your shipment after 2 business days from the date that you arranged with them, email nex.traffic.management.group@nexweb.org.

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V. ACCESS NEX TMS FOR THE FIRST TIME

Insert the URL address: <https://nextms.nexweb.org> into one of the browsers below.

Warning: Google Chrome may not be compatible with NEX TMS.

Oracle **recommends** any version of **Mozilla Firefox** as the preferred browser.

Unsecure Connection Warnings: Even though our website is secure, the browser software companies such as Mozilla Firefox, Internet Explorer, and Microsoft Edge do not recognize our certificates because the Department of Defense publishes their own without filing with the browser companies. When issued a warning message for these browsers, complete the add exception process.

NEX TMS Account Creation:

1. To have an account created. Please provide the below information to nex.traffic.management.group@nexweb.org

Your NEXCOM Purchase Order number:

First Name:

Last Name:

Phone #:

Email Address:

Address Where Your Merchandise Will Ship From:

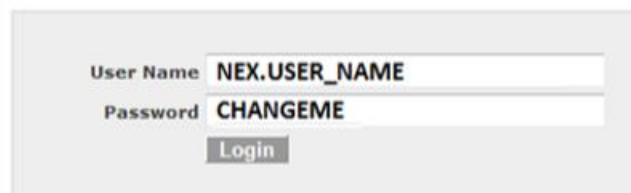
- Department of Defense policy states that your assigned user account name and password are **confidential** and may **NOT** be shared with any other user.
- Updates to account information including names, email or phone numbers, passwords must be kept current, and requests for new user accounts must be directed to our NEXCOM Traffic Management Group.
- Users are required to change their passwords every **60** days.
- If your NEX TMS user account is locked, email <mailto:nex.traffic.management.group@nexweb.org> to request a password reset. Please allow 1 business day for the reset.

Step 1: Initial Login



Please insert your assigned username (ALL CAPS)

Please insert password (ALL CAPS): CHANGEME



The screenshot shows a login form with two input fields. The first field is labeled 'User Name' and contains the text 'NEX.USER_NAME'. The second field is labeled 'Password' and contains the text 'CHANGEME'. Below the password field is a 'Login' button.

Step 2: Choose Your New Password

Your password must be a minimum of 14 characters and must include at least the following:

- Two (2) uppercase letters
- Two (2) numbers
- Two (2) special characters
- Two (2) lower case letters

FOR BEST RESULTS

Always begin and end passwords with letters.

DO NOT begin or end passwords with numbers or special characters.

DO NOT split up the character sets. Keep upper case together, lower case together, numbers together and special characters together.

Choose **only** these special characters: **!%*-_**

DO NOT use these special characters: **@#\$&\|;:"/**

Valid Examples: **sunny!!2018NEX** or **sunny 2018!!NEX**

Step 3: Enter Old Password and New Password

Please insert old password (**ALL CAPS**): **CHANGEME**

Please insert your new password

 **Error**

A new password is required, please update it.

User Name

NEX.USER NAME

Old Password

CHANGEME

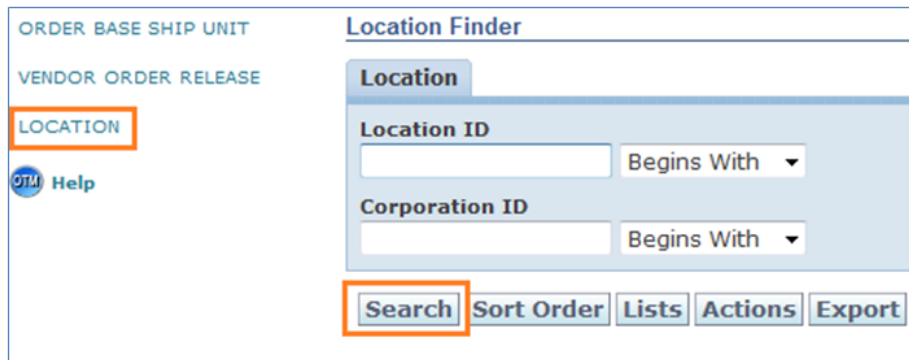
Password

Retype Password

VI. FIND YOUR 5-DIGIT SHIP-FROM LOCATION ID

To find your NEX TMS 5-digit Ship-From ID (location code):

1. Login to NEX TMS at <https://nextms.nexweb.org>.
2. From your NEX TMS home page click the LOCATION link.
3. **Do not** populate any of the fields.
4. Click 'Search' at the bottom of the page.



If you have **not** been assigned a 5-digit Ship-From ID or you need to make corrections to one you have, please forward the following details to nex.traffic.management.group@nexweb.org:

1. Does your product require special handling during transport? **For Example: Hazmat, Temperature Control, Dry AND Temperature Control, Liquor, etc.**
2. Your NEXCOM Purchase Order number
3. Your Company's Supplier/Duns 9-Digit ID
4. Your Warehouse Location Name(s)
5. Street Address(es)
6. City(ies)
7. Province Code(s)
8. Postal Code(s)
9. POC name (**1 group name or individual name per user**):
10. Phone # (**1 or multiple pick-up appointment number #**):
11. Email address (**1 group email or individual email per user**):
12. ***This POC information is used by NEXCOM Operations Team when they have questions with the order releases. This POC information is also used by carriers to arrange for pickup when applicable.***
13. ***Vendors must notify the NEX.Traffic.Management.Group@nexweb.org if group or individual POC information needs to be updated for this location.***

VII. CREATE AN ORDER RELEASE

Login to NEX TMS at <https://nextms.nexweb.org>.

1. Find the Order Base:

- A. Click on 'ORDER BASE SHIP UNIT'.
- B. On the Ship Units tab, in the Order Base Ship Unit ID field, key only the numeric portion of your NEXCOM purchase order.
WARNING: Do not key any leading zeros or alpha characters; e.g., 13997594
- C. Click 'Search' at the bottom of your screen or press 'Enter' on your keyboard.
- D. Once your order base is found, click in the small box to the left of the Order Base ID field to create a checkmark.
- E. Click 'NEX Ready to Ship' at the top of your screen.

VENDOR-DISTRIBUTOR

A ORDER BASE SHIP UNIT

VENDOR ORDER RELEASE

LOCATION

Supplier Shipping
Instruction and TMS
Routing Software Guide Eff
06/08/2015

Ship Unit Finder

Ship Units | General | Content | Release Instr

B Order Base Ship Unit ID
13997594 Begins With ▾

Source Location ID
f.v.m Begins With ▾

Destination Location ID
f.v.m Begins With ▾

C Search | Sort Order | Lists | Actions | Export

ORACLE LOGISTICS Version 6.3.1

VENDOR-DISTRIBUTOR

ORDER BASE SHIP UNIT

VENDOR ORDER RELEASE

LOCATION

OTM Help

Ship Unit Total Found: 1 View **E** NEX Ready To Ship

Pages 1 | Selected Page: 1 Total: 1

<input checked="" type="checkbox"/>	ID	Order Base ID
D <input checked="" type="checkbox"/>	NEX.13997594-001	13997594

The Ready to Ship screen opens.

Ready To Ship


Order Base ID
13997594

Remark Qualifier ID	Remark Text
COMMENT_DESC	NONE
PROMO_DESC	NONE

Ship Units


*Do not insert a date/time before the pre-populated date/time

*You must replace the pre-populated 9-digit supplier number with your 5-digit source loc ID

*Early Pickup Date: 2018-02-06 06:00:00  2


Late Pickup Date: 2018-02-09 18:00

*Do not insert a Early Pickup date/time that is after the Late Pickup date/time

*Ship From: 005121185  3

Ship To:

*Weight: [] LB 4

*Volume: [] CU FT  5

*Ship Unit Count: 1

*Do not use the blue volume calculator

Select your date

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

06 : 00 Select your time

Early Pickup Date


- Replace the pre-populated **PO Early Pickup Date/Time** with your ship date/time.
- Click the calendar icon to the right of this field.
- On the pop-up calendar, **first** find the month, year, and time of day (military time) by clicking on the appropriate drop-down arrows along the top and bottom margins of the calendar.
- Then** click on the appropriate day of the month.
- The calendar will close and the Early Pickup Date field will be populated in the correct Date/Time format.

Note: The pre-populated Early Pickup and Late Pickup dates are transmitted to TMS from the current purchase order and represent the Ship Not Before and Ship Not After dates. The date you enter in the Early Pickup Date field **must** fall between these two dates **AND** must be no less than 48 hours away (or in emergency situations, 24 hours) to provide sufficient time to plan all order releases. **If your date does not meet these criteria, you will receive an error/warning.**

- Ship From** The pre-populated number is the NEXCOM supplier number for your corporation.
 - Replace** this 9-digit supplier number with the **5-digit Ship-From ID** that identifies the physical address from which this order release will ship.

Note: An order release can be shipped from multiple ship-from locations to the destination location but you must create another order release.

Order Release Total Found: 2 New View Edi

Pages 1 | Selected Page: 0 Total: 0 

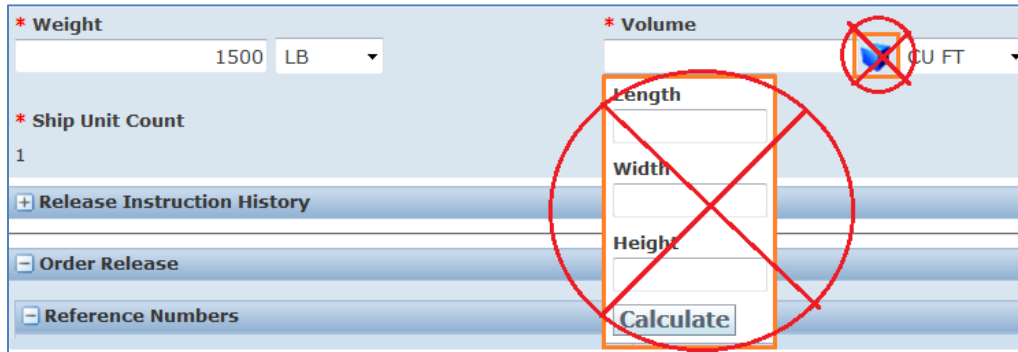
	ID	Order Release ID	Source Location ID	Destination Location ID	Total Gross Weight	Total Gross Volume
<input type="checkbox"/>	NEX.21025685-001	21025685-001	00121	995	101.40 LB	7.23 CUFT
<input type="checkbox"/>	NEX.21025685-002	21025685-002	21509	995	217.00 LB	19.87 CUFT

3. **Weight**

- A. Enter the total weight in pounds for all items shipping on this one order release.
- B. If your order release is to ship on pallets, include the weight of the pallets.
- C. **Do NOT key a number with more than 2 decimal places. e.g., 1500.154**

4. **Volume**

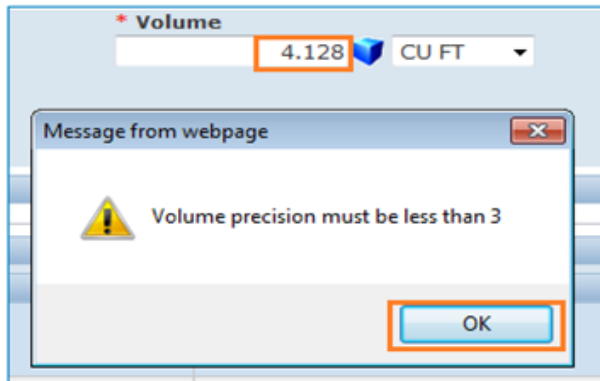
- A. Enter the total volume in cubic feet for all items shipping on this one order release.
- B. Review the '[Calculate Volume in Cubic Feet](#)' in Section VIII for further instructions.
- C. **WARNING: Do NOT use the volume calculator blue box icon to populate the three Length Width or Height fields!**



D. **Do NOT key a number with more than 2 decimal places**

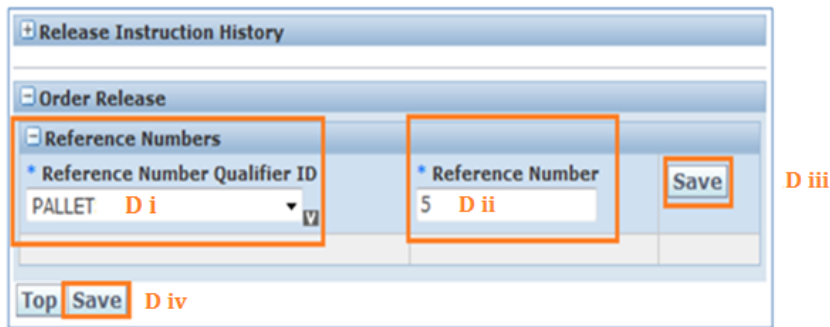
Click 'OK' and insert a correct decimal volume.

Example: The volume 4.128 is **not** correct; however 4.12 or 4.1 or 4 are **correct**.



5. **Pallets (includes floor loaded)**

- A. It is imperative that suppliers transmit pallet positions so that NEXCOM's TL carriers know how much space is being taken up on a trailer and bid appropriately on that load.
- B. If your order release is to ship on pallets **OR** if your order release is **599** cubic feet **or greater (even if not palletized)**, you must indicate the number of standard pallet positions required for the order in the 'Reference Number' field.
- C. Once you have identified the [correct volume in cubic feet](#).
 - i. Click the drop-down arrow in the 'Reference Number Qualifier ID' field and press the 'P' key on your keyboard to quickly find the '**PALLET**' qualifier.
 - ii. Enter the appropriate number of pallets or pallet positions in the 'Reference Number' field.
 - iii. Click 'Save' to the right of the 'Reference Number' field to save the pallet count to the Order Release.
 - iv. Click 'Save' at the bottom left of the screen once all fields are populated correctly.



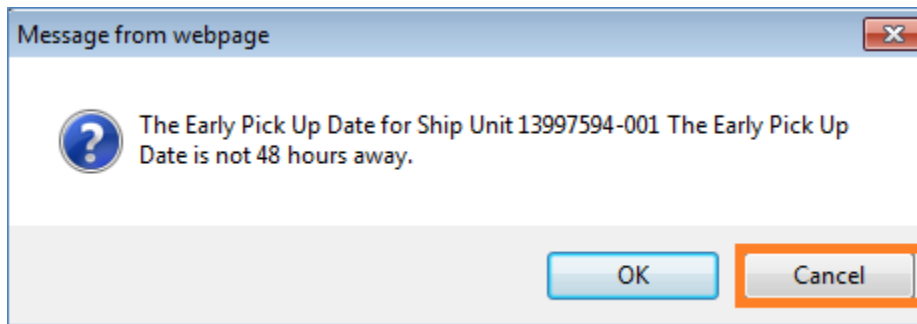
- 6. When your order release is successfully saved to the NEX TMS database, you will receive a confirmation message which states, "**You successfully created the following records.**"
- 7. Click '**Create Another**' on the confirmation page to begin a new search for another order base ship unit OR click the '**X**' in the upper right hand corner to close.



WARNING: Do not click 'View' or 'Edit'. Order releases may not be edited in NEX TMS by suppliers. You must delete an order release that contains errors and create a new one. See Section X '[Delete a Saved Order Release](#)'.

8. Explanation of **Errors** / **Warnings** while creating an order release

- A. If the ship date you enter in the Early Pickup Date field is less than 48 hours away, **NEX TMS will not have sufficient time to plan all order releases**. To modify the date, click 'Cancel', change the date field and save your record.

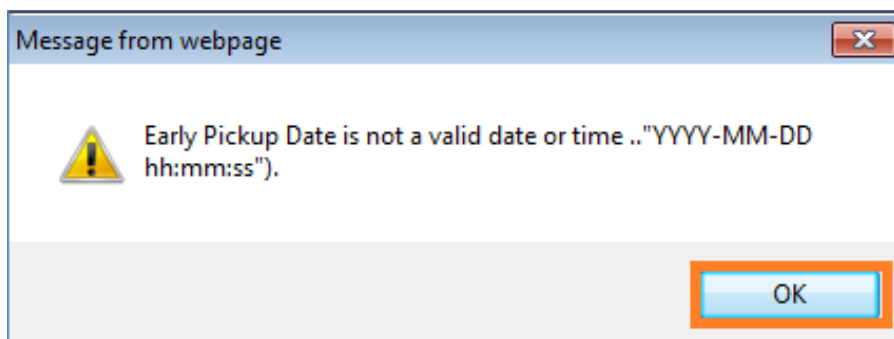


- B. If you receive an **error** as displayed below, click 'OK' and revise the Early Pickup Date field to a Date/Time that is greater than 24 hours away.



- C. If the Early Pickup Date is not properly formatted you may receive this **error**. Click 'OK' and choose a correct date/time.

Note: Example of a correct date/time is: 2011-08-16 18:00:00 (YYYY-MM-DD HH:MM:SS).



- D. If the Order Base **Late Pickup Date** (PO Ship Not After) Date/Time is less than 24 hours away, you will **NOT** be able to create an order release. You must ask your **[NEXCOM Merchandising point-of-contact](#)** for an extension to the purchase order before successfully creating an order release. NEXCOM Traffic Management associates are **not** authorized to modify NEXCOM purchase orders.

9. Review Order Releases for accuracy

- A. If any information is missing or incorrect, the wrong carrier or ship-to address could be assigned.
- B. Review your order releases by following Section IX, '[Review the Order Releases You Inserted](#)'.
- C. If any of the information is incorrect, delete the order release and re-create it. Order releases may **NOT** be edited in NEX TMS by suppliers. See [Section X](#) for instructions on how to delete an order release.

10. Find Routing and Ship To addresses

See [Section XI](#) for information on how to Find Routing and Ship To addresses.

Warning: Any information that is missing or incorrect which results in excessive freight costs or incorrect carrier assignment including equipment ordered and not used, will result in a chargeback for excessive freight costs and a processing fee of \$300 for each offense.

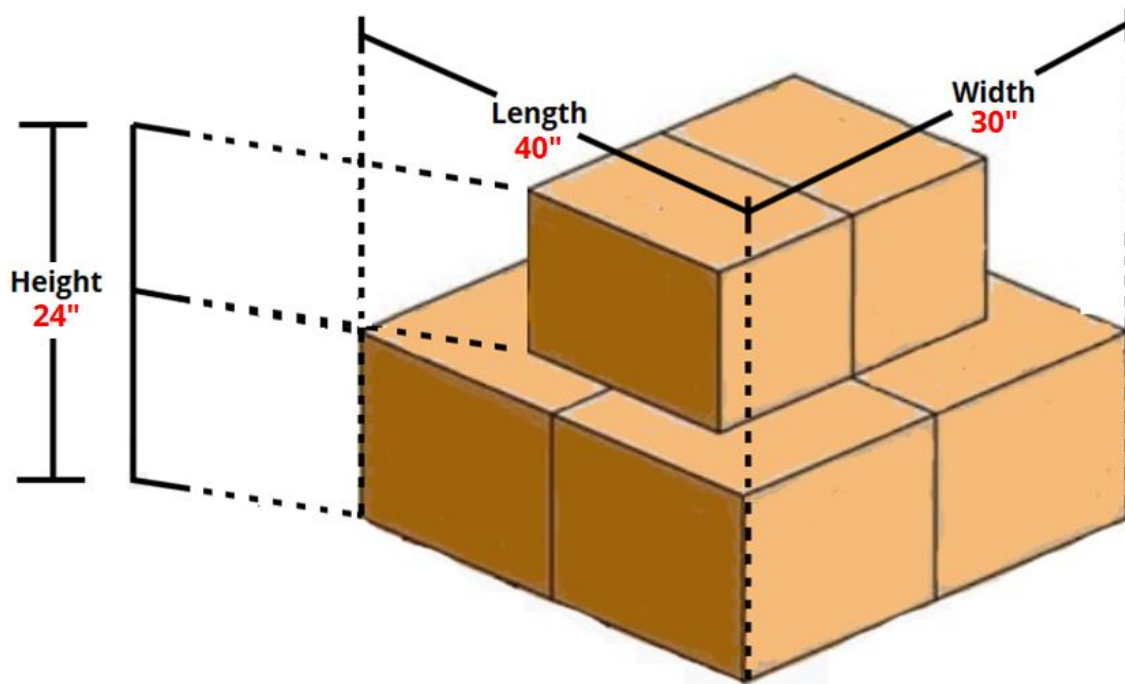
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VIII. CALCULATE VOLUME IN CUBIC FEET

You **MUST** provide the total volume of your order release in cubic feet.

1. Measure in inches, L (length), W (width), and H (height) to the furthest point of **each pallet, stack, carton, etc.**
2. Multiply L x W x H to obtain cubic inches per **pallet, stack, carton, etc.** and then divide your results by 1728 to convert cubic inches to cubic feet.
3. Add cubic feet results for **all** pallets, stacks, cartons, etc. to obtain total cubic feet for the entire order release.
4. Enter the total cubic feet of your order in the '**Volume**' field and verify the default measure is CU FT.

Multiple Box Example:



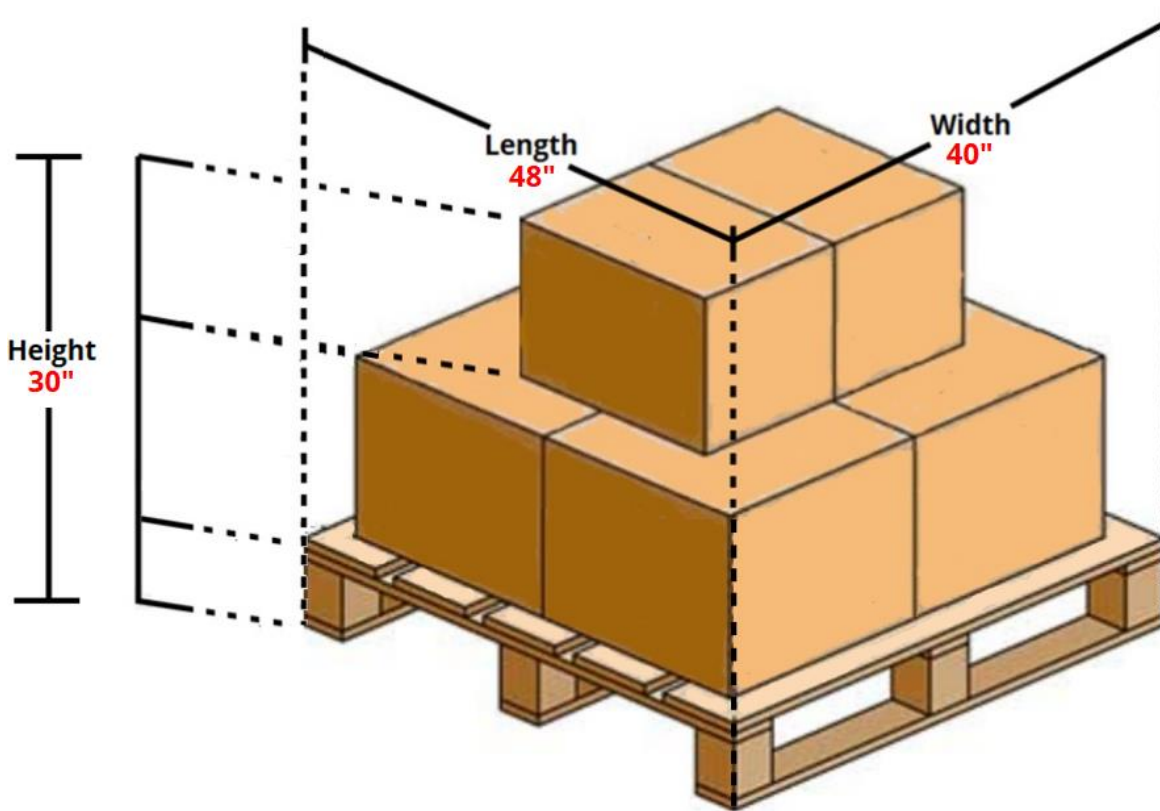
Example: The total shipment length is 40 inches, width is 30 inches, and height is 24 inches. The user calculated $40 * 30 * 24 = 28,800$ and then divide 28,800 by 1728 = 16.66. The user keyed 16.66 in the 'Volume' field and verified the default measure is set to CU FT.

* Weight	200	LB	* Volume	16.66	 CU FT
----------	-----	----	----------	-------	---

WARNING: Do NOT use the volume calculator in NEX TMS by clicking the blue box icon to populate the three Length Width or Height fields!

Boxes w/ Pallet:

*****Don't forget to include the pallet weight for an order release*****



Example: The total shipment length is 48 inches, width is 40 inches, and height is 30 inches. The user calculated $48 * 40 * 30 = 57,600$ and then divide $57,600$ by $1728 = 33.33$. The user keyed 33.33 in the 'Volume' field and verified the default measure is set to CU FT.

* Weight	350	LB	* Volume	33.33	CU FT
----------	-----	----	----------	-------	-------

WARNING: Do NOT use the volume calculator in NEX TMS by clicking the blue box icon to populate the three Length Width or Height fields!

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IX. REVIEW THE ORDER RELEASES YOU INSERTED

1. To view an order release you've just created:

- A. From your NEX TMS home page, click the VENDOR ORDER RELEASE link.
- B. In the Order Release ID field, key the PO number.

WARNING: Do not key any leading zeros; e.g., 13997594

- C. Or, to view **all** order releases just created, input 'Insert Time' 'After Today 00:00'.
- D. Click 'Search' at the bottom of your screen.

2. To review the 5-Digit ID, Early Pickup Date, Weight and Volume you entered, **slide** the horizontal scroll bar to the right of your Order Release query finder screen.

ID	Source..	Early Pickup Date	Late Pickup Date	Total Gross We.	Total Gross Volu.
NEX.13997594-001	00121	2012-04-28 16:00	2012-05-14 22:00 Amer...	23,000.00 LB	2,300.00 CUFT

3. To view the Pallet Reference Number you inserted:

- A. Place a check mark to the left of the ID field
- B. Click 'View'
- C. Click the '+' sign to the left of 'More' on the Order Release screen. The number of standard pallet positions you entered is shown under the Reference Number section, Pallet line.

ID	Source..	Early Pickup Date	Late Pickup Date
<input checked="" type="checkbox"/> NEX.13997594-001	00121	2012-04-28 16:00	2012-05-14 22:00

Order Release ID	Priority	OTM Version	Status
13997594-001	1	6.0	
Total Weight	Total Volume	Total Ship Unit Count	
23,000.00 LB	2,300.00 CUFT	1	

Order Release ID	Routing Constraint ID	Route Code ID
12583824-005		

Reference Number Qualifier ID	Reference Number
FREIGHT TERMS	01
GLOG	NEX.13997594-001
ORDERSUPPLIER	NEX.13997594-001 DB SMITH
PALLET	16
RTK_DEPT	056

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X. DELETE A SAVED ORDER RELEASE

If information on a saved order release is not correct, it is imperative that you delete the order release and re-create it. **WARNING: Order releases may NOT be edited in NEX TMS by suppliers.**

1. Delete a Saved Order Release

- From your NEX TMS home page, click the [VENDOR ORDER RELEASE](#) link.
- In the 'Order Release ID' field, key the Order Release ID that needs to be deleted. **No leading zeros and no suffix** (-001, -002, etc.); e.g., **13997594**
- Click 'Search' at the bottom of the screen
- To delete an order release, place a check mark to the left of the ID field > click 'Delete'.

The screenshot shows the NEX TMS interface. On the left, there is a sidebar with navigation links: 'VENDOR-DISTRIBUTOR', 'ORDER BASE SHIP UNIT', 'VENDOR ORDER RELEASE' (highlighted with an orange box and labeled 'A'), 'LOCATION', and 'Supplier Shipping Instruction and TMS Routing Software Guide Eff 06/08/2015'. The main area is titled 'Order Release Finder' and has three tabs: 'Order Release', 'Release Lines', and 'Scheduling'. The 'Order Release' tab is active. It contains an 'Order Release ID' field with '13997594' entered (labeled 'B'), a 'Begins With' dropdown menu, and an 'Order Release Reference Number Qualifier' dropdown menu with 'AO' selected. Below these fields are three buttons: 'Search' (labeled 'C'), 'Sort Order', and 'Export'. Below the buttons, there is a 'Delete' button (labeled 'D') next to the text 'Order Release Total Found: 1'. At the bottom, there is a table with the following data:

Pages 1	Selected	Page: 0	Total: 0	Source.	Early Pickup D
<input checked="" type="checkbox"/>	+				
<input checked="" type="checkbox"/>	+	NEX.13997594-001	00121	2012-04-28 16:0	

If you are unable to delete an order release email nex.traffic.management.group@nexweb.org

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XI. FIND THE ROUTING / SHIP-TO INFORMATION

1. To find your ship-to/routing information on the Remarks section of your order release:
 - A. From your NEX TMS home page, click the [VENDOR ORDER RELEASE](#) link.
 - B. In the Order Release ID field, key the PO number.
Warning: Do not key any leading zeros; e.g., 13997594
 - C. Click 'Search' at the bottom of your screen.

- D. When the Order Release(s) is found:
 - i. The **Indicator** field will show:
 - A icon represents FOB Origin
 - A icon represents FOB Destination
 - A icon represents a temporary Order Release hold (nothing to do with credit)
 - A icon represents an Order Release hold (please [contact](#))
 - ii. The Tender Status field will show:
 - Carrier_Confirmed** - the routing information is populated (or is being populated).
 - Carrier_Pending** - has been planned to TL mode and the routing process is not yet complete.
 - Not_Tendered** - has not yet been planned to a shipment.

	ID	Indicator	Status	TENDER STATUS
<input checked="" type="checkbox"/>	NEX.19091526-001	<input type="radio"/> D i	PLANNING_EXECUTED - FINAL	CARRIER_CONFIRMED D ii
<input type="checkbox"/>	NEX.19206489-001	<input type="radio"/>	PLANNING_EXECUTED - FINAL	CARRIER_PENDING
<input type="checkbox"/>	NEX.19400665-001	<input type="radio"/>	PLANNING_PLANNED - HOLD	NOT_TENDERED
<input type="checkbox"/>	NEX.19400304-001	<input type="radio"/>	PLANNING_PLANNED - FINAL	CARRIER_CONFIRMED
<input type="checkbox"/>	NEX.19524106-001	<input type="radio"/>	PLANNING CREDIT HOLD	NOT_TENDERED

- E. Click the small box to the left of the ID field to populate a checkmark next to the ID number.
- F. Click the 'View' icon at the top of the page.
- G. Scroll down to the **'Remarks'** section where the routing / ship-to information is provided.

1 G Remarks	
Remark Qualifier ID	Remark Text
COMMENT_DESC	NONE
PROMO_DESC	NONE
2 A SHIPMENT INFO	Shipment ID=0000108 Carrier=ABF; Transport Mode= LTL
2 B STOP INFO	Shipment ID=NEX.0000108;Stop Num=1; Ship Date=28-NOV-11
2 C PLAN TO ADDRESS	NAVY EXCHANGE NORTHEAST DC / BLDG CD1 9222 HAMPTON BLVD, NORFOLK / VA / 23505 / USA
2 D TENDER STATEMENT	Transportation Hereunder is for the account of US Government. Tender Number:1592 applies to shipment 0406108.
2 E CALL IN NUMBER	1855913010289W209992
2 F SHIP VIA	Ship via: ABF: LTL SERVICE

2. **FOB Origin** purchase orders (NEXCOM chooses the carrier and pays for freight):

A. **Shipment Info**

- i. The Remark Text to the right of this field displays the Shipment ID assigned to your order release.
- ii. All of your order releases with the same Shipment ID are to move together as one shipment. **See [Section XII](#) to find all order releases scheduled to move on one Shipment ID.**
- iii. The carrier name (abbreviated) and mode of transport are also displayed here. **Suppliers are responsible for contacting national LTL (less than truckload), Air, and Parcel mode carriers to arrange pickup. TL mode carriers will contact you to arrange pickup once they have secured a delivery appointment with the consignee.**

B. **Stop Info**

- i. When your order release is planned to a TL mode shipment, these remarks display the stop number for your pickup along the carrier's route. If your order release is not planned to TL mode, the stop info will always be displayed as, "**Stop Num=1**".
- ii. The date displayed here is the date when your Shipment ID was generated by NEX TMS.

C. **Plan-To Address**

- i. Displays the Ship-To address for your order release.

D. **Tender Statement**

- i. Displays the tender statement that **must** appear on the BOL when the mode of transport is LTL.
- ii. Displays the phone number for pickup only when the designated carrier utilizes the same phone number for all pickups within the continental United States.

E. **Call-In-Number**

- i. Displays the call-in number that applies to this order release.

F. **Ship Via**

- i. This remark text displays the full name of the designated carrier.

If a NEXCOM assigned carrier does not pick up your shipment after 2 business days from the date that you arranged with them, email nex.traffic.management.group@nexweb.org

3. **FOB Destination** purchase orders (supplier chooses the carrier and pays for freight):

A. **Plan-To Address**

- i. Remark text displays the 'Ship-To' address for your order release.

B. **Call-In-Number**

- i. Displays the call-in number that applies to this order release.

Remarks	
Remark Qualifier ID	Remark Text
COMMENT_DESC	NONE
PROMO_DESC	NONE
A PLAN TO ADDRESS	NAVY EXCHANGE WEST COAST DC / 4250 EUCALYPTUS AVE, CHINO / CA / 91710 / USA
B CALL IN NUMBER	0012110801120217W225995

Once routing is available, you are to arrange carrier pickup via your carrier as soon as possible.

4. **No Record Found**

- A. If you are unable to locate your order release, email nex.traffic.management.group@nexweb.org

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XII. IDENTIFY ALL ORDER RELEASES ON ONE SHIPMENT ID

NEX TMS may plan multiple order releases into one shipment. The shipment ID number is visible under the Remarks section of each planned FOB Origin order release.

1. To query all order releases assigned to the same Shipment ID which is provided in the 'Shipment Info' remark:
 - A. Click the 'VENDOR ORDER RELEASE' link to open the Order Release Finder screen.
 - i. The default tab is 'Order Release'.
 - ii. Click on the '**Advanced**' tab (last tab on the right).
 - B. Key the seven-digit Shipment ID in the 'Shipment ID' field. **DO NOT** key the prefix 'NEX.'
 - C. Click the 'Search' icon at the bottom of the screen or hit the 'Enter' key on your keyboard.
 - D. This query will return the total number of order releases planned on the queried shipment ID.

ORDER BASE SHIP UNIT

VENDOR ORDER RELEASE

LOCATION

Supplier Shipping Instruction and TMS Routing Software Guide Eff 06/08/2015

Order Release Finder

Order Release Release Lines Scheduling Locations Order Base Status General **Advanced**

Shipment ID: 0654251 Begins With

Service ID: Begins With

Buffer Type: Delivery Line Buffer

Search Sort Order Lists Actions Export Saved Query:

Order Release Total Found: 2 View Delete Actions

Pages 1 | Selected Page: 0 Total: 0

<input checked="" type="checkbox"/>	ID	Order Release	Source	Source Locatio	Indic	Status
<input type="checkbox"/>	NEX.10041017-001	10041017-001	00121	X-PRODUCTS	W	PLANNING
<input type="checkbox"/>	NEX.10041025-001	10041025-001	00121	X-PRODUCTS	W	PLANNING

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XIII. PROCEDURES FOR PREPARING BILLS OF LADING

- Bill of lading are not provided by NEXCOM
 - The Shipment ID, Tender Number, Call-In Number and Ship-To address can be found under the **Remark Text** fields of the Order Release(s). See Section XI ['Find the Routing / Ship-To Information'](#) for assistance.
 - Order Releases with the same shipment ID are to be consolidated on **one** bill of lading. If unable to consolidate, create a **Master** bill listing all underlying bill of lading numbers with associated POs. See Section XII ['Identify All Order Releases on One Shipment ID'](#) for assistance.
 - **Failure to prepare the bill of lading properly may result in a charge back for excessive freight costs and a processing fee of \$300.00 for each offense.**
1. **ALL FOB Origin and Destination bills of lading require the following information:**
 - A. Your company name
 - B. Our entire Ship-To address as identified by your order release '**Plan-To Address**' remark text field
 - C. Our PO number(s)
 2. **FOB Origin Truck Load (TL) bills of lading are to also include:**
 - A. Shipment ID - formatted this way **NEX.0000108**
 - B. Call-in numbers associated with the Shipment ID
 - C. Must be shipped on a **THIRD PARTY** basis
 - D. If carrier provides BOL use their BOL and follow their third party instructions
 3. **FOB Origin Less Than Truck Load (LTL) bills of lading are to also include:**
 - A. Shipment ID - formatted this way **NEX.0000108**
 - B. Call-in numbers associated with the Shipment ID
 - C. Use this address to bill freight: "**NEXCOM Transportation Office, 3280 Va. Beach Blvd., Virginia Beach, VA 23452-5724**" **DO NOT** use the purchase order bill-to address
 - D. "U.S. GOVERNMENT. TENDER NUMBER ____ APPLIES." noted in the body of the bill of lading
 - E. Must be shipped on a **THIRD PARTY** basis
 4. **FOB Destination bills of lading are to also include:**
 - A. Call-in numbers associated with the Shipment ID
 - B. Ship-To address provided in the '**Plan-To Address**' remark text of your order release
 - i. The routing instructions provided in TMS, **supersede** the address provided on the original PO.
 - ii. Failure to ship to the correct address will result in a chargeback
 - C. All FOB Destination shipments must be shipped on a **prepaid** basis
 - D. Carriers must allow a minimum of 4 hours for a live unload or a minimum of 48 hours to unload a drop trailer
 - E. The supplier must add the statement "**Vendor will be responsible for extra accessorials noted on the delivery receipt.**"

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XV. SAMPLE FOB ORIGIN TL & LTL BILL OF LADING

SAMPLE FOB ORIGIN TL & LTL BILL OF LADING NOT A NEXCOM BILL OF LADING FORM

*Page 1 of 1

ALL = TL & LTL

SHIP FROM	Bill of Lading Number:				
ALL Vendor Company 136 Park Way Dr. Jefferson, OH 34242	BAR CODE SPACE				
SHIP TO	Carrier Name:				
ALL Navy Exchange Norfolk Main CD13 1560 MALL DR FLEET, VA 23511	Trailer number: Serial number(s):				
THIRD PARTY FREIGHT CHARGES BILL TO	SCAC:				
LTL NEXCOM TRANSPORTATION OFFICE 3280 VIRGINIA BEACH BLVD. VIRGINIA BEACH, VA 23452	Pro Number: BAR CODE SPACE				
Special Instructions: LTL "U.S. GOVERNMENT TENDER NUMBER 1234 APPLIES." ALL NEX. 1857473 Call In # 991521910000S235010	Freight Charge Terms (Freight charges are prepaid unless marked otherwise): Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input checked="" type="checkbox"/> ALL <input type="checkbox"/> Master bill of lading with attached underlying bills of lading.				
CUSTOMER ORDER INFORMATION					
Customer Order No.	# of Packages	Weight	Pallet/Slip (circle one)	Additional Shipper Information	
ALL PO# 19100000	1	2400	(Y) N Y N		
Grand Total					
CARRIER INFORMATION					
Handling Unit		Package		TL/LTL Only	
Qty	Type	Qty	Type	Weight	HM (X)
1	P (Pallet)			45	
Commodity Description <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC item 360</small>				NMFC No.	Class
				00044	50
<small>Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."</small>				COD Amount: \$ _____	
				Fee terms: Collect <input type="checkbox"/> Prepaid <input type="checkbox"/> Customer check acceptable <input type="checkbox"/>	
Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).					
<small>Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.</small>			The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.		
Shipper Signature/Date			Shipper Signature _____		Carrier Signature/Pickup Date
<small>This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.</small>			Trailer Loaded: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver		<small>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.</small>
			Freight Counted: <input type="checkbox"/> By shipper <input type="checkbox"/> By driver/pallets said to contain <input type="checkbox"/> By driver/pieces		

Use Master BOL if not able to consolidate all PO's on 1 BOL

Other options:
*State at the top:
Page 1 of 2
Page 2 of 2, etc.
*Staple multiple pages together

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XVI. MANIFESTED FOB ORIGIN PARCEL SHIPMENTS (UPS & FEDEX)

- The Call-In number received in the routing instructions must be transmitted within your company's parcel manifest system. If a vendor does not utilize an internal parcel manifest system, they would create an UPS.com or FedEx.com account and insert the call-in number when generating their shipment.

FOB Origin Parcel shipments manifested in Small Parcel shipping systems (UPS.com/FedEx.com) are to include:

- A. Third-party bill-to account number as provided in the 'Tender Statement' remark text of your order release.
- B. Purchase Order # – should contain nothing in front (**PO, PO #, or leading 00's**) e.g., **16270041**
- C. The Call-In ID provided in the 'Call-In Number' remark text of your order release **must** be used to identify the carton in the parcel manifest systems under their reference field.
 - i. Enter only the Call-In number with **NO** other statements. e.g., **0000116270041S270635**
 - ii. If you're unable to transmit all characters. Please transmit the last 14 characters. e.g., **6270041S270635**
 - iii. Do **NOT** write anything in front of the Call-In number

Example for UPS Small Parcel Manifest System

The screenshot shows a web form with two main sections. Section 5, titled 'WOULD YOU LIKE TO ADD REFERENCE NUMBERS TO THIS SHIPMENT?', contains three input fields for reference numbers. The first field is labeled 'Reference # 1' and contains the text '0000116270041S270635'. The second field is labeled 'Reference # 2' and contains '16270041'. The third field is labeled 'Reference # 3' and is empty. Section 6, titled 'HOW WOULD YOU LIKE TO PAY?', contains a dropdown menu for 'Payment Method for Shipping Charges' with 'Bill a Third Party Account' selected. Below this is a field for 'Third Party UPS Account Number' with the text 'Provided in routing instruction'.

Example for FedEx Small Parcel Manifest System

The screenshot shows a web form titled '4. Billing Details' with 'Help' and 'Hide' links. It contains several fields: '* Bill transportation to' with a dropdown menu set to 'Third party'; '* Account no.' with the text 'Provided in routing instructions'; 'Your reference' with an empty input field; a link for 'More reference fields'; a link for 'Add an account'; 'P.O. no. (Call-In #)' with the text '0000116270041S270635'; 'Invoice no.' with an empty input field; and 'Department no.' with an empty input field.

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XVII. FOB ORIGIN PARCEL SPECIAL REQUIREMENTS

An FOB Origin purchase order that has been assigned to parcel **cannot** be shipped in more than 5 cartons unless a Master Carton is created. If you're unable to place all packages in one Master Carton, multiple Master Cartons can be created.

A Box or Master Carton may **not** exceed the below:

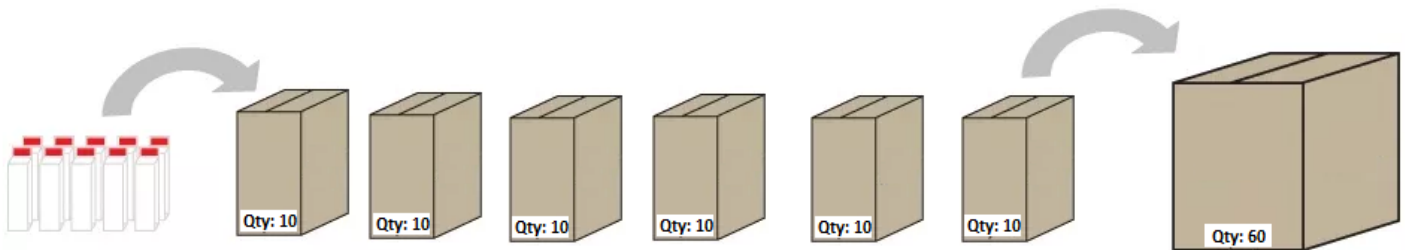
NO (1) Box or Master Carton shall exceed 125 lbs

NO (1) Box or Master Carton shall exceed 108 inches length or a total of 165 inches in length and girth combined

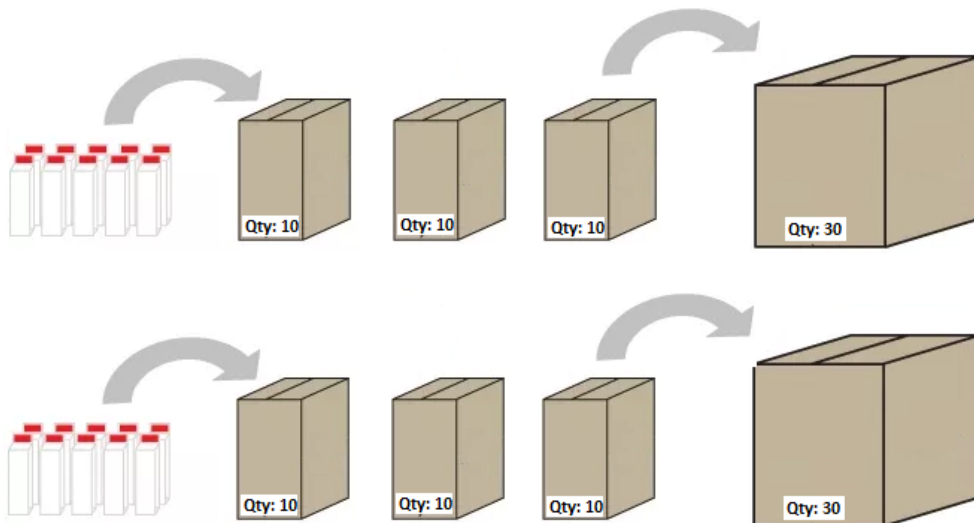
NO (1) Box or Master Carton shall exceed 20 cubic feet transmitted in an order release

If your FOB Origin Order Releases were combined by NEX TMS into a parcel mode shipment that exceeds these limits, email nex.traffic.management.group@nexweb.org

Example 1: The 6 boxes are placed within 1 large box and shipped rather than shipping 6 boxes separately



Example 2: Only 3 boxes can fit into 1 larger box, so multiple large boxes are required for shipping



Special restrictions:

- Palletized cargo may **not** move parcel
- Alcohol may **not** move parcel
- When instructed to ship FedEx; **do not ship via FedEx Freight**

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XVIII. PROCEDURES FOR MARKING CARTONS (NON-ASN & EDI ASN)

Non-EDI 856 ASN Vendor Instructions for Marking Cartons:

- Each carton must be marked with the following information:
 - Our NEXCOM (DC/Store) location number.
 - Our Ship-to address
 - Provided in the 'Plan-to-Address' remark text on your order release.
 - Our NEXCOM Purchase order number.
 - Our NEXCOM Department number
 - If you do not know the department number, use the three numeric digits immediately following the alpha digit contained in the 'Call-in-Number' remark text on your order release.

Remarks		
Remark Sequence Number	Remark Qualifier ID	Remark Text
11529514	CALL IN NUMBER	0048618565256W244984

- Packing slips must be placed on the outside of one of the cartons in a clear envelope that states in ½" lettering, "Packing Slip Enclosed."
- NEXCOM may direct merchandise for several NEX overseas locations to one facility for loading into country specific containers. It is imperative that all pieces of your shipment **e.g., carton, shrink-wrapped pallet, etc. are marked with the complete address provided in the 'Plan-to-Address' remark text on your order release which may include the final destination country.**

EDI 856 ASN Vendor Instructions for Marking of Master Carton/Inner Carton:

- Write "Master Carton" on the outside of the master carton on all 6 sides
- Do **NOT** place a UCC -128 on the outside of the master carton
- Use a separate inner carton for each store location, each with one UCC-128 shipping container label
- Provide one EDI 856 ASN per inner carton, with one 'Man-GM' segment (carton serial number/carton barcode) per inner carton



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XIX. QUESTIONS PERTAINING TO NEXCOM EDI AND UCC 128 SHIPPING LABEL REQUIREMENTS

Procedures for EDI Transaction Sets and UCC 128 Shipping Label requirements are outlined in our NEXCOM 'Vendor Guide' located on our home page at <http://www.mynavyexchange.com> under 'Doing Business with Us' - 'Vendor Guide'.

XX. ROUTING AND TRANSPORTATION CHARGEBACK FEES

Failure to comply with this instruction and routing guide may result in a charge back for excessive freight costs and a processing fee of \$300.00 for each offense.

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